



The Department of Revenue has an opportunity in the Audit Division for a non-permanent part-time Administrative Intern 1 position located in Vancouver, WA.

This position is temporary and is expected to work through the peak periods that will be experienced over the next year. The anticipated start date for the appointment is January 4, 2010.

Please review the opportunity details below or forward this message to interested candidates.

The Department of Revenue -- Working Together To Fund Washington's Future

Position: Administrative Intern 1

Division: Audit

Location: Vancouver, WA

OPENS: November 19, 2009

CLOSES: November 24, 2009

Primary Duties

As a paraprofessional learns auditing standards, processes and techniques and works under pre-established guidelines and parameters with close supervision in the performance of audits. Audits are typically of small to mid-sized businesses with industries that engage in routine activities and that utilize minimal or relatively simple accounting systems/records. Assists journey-level auditors in reconciling income; examining invoices, records, deduction detail; in documentation of possible tax discovery leads; in preparing detailed written reports; and presenting the detailed findings to the taxpayer.

Qualifications

Have standing as a Junior in college seeking a Bachelor's degree with major study in accounting, or a Bachelor's degree in business administration or allied field.

Compensation

\$10.83 to \$12.71 per hour (Range 21E), depending on qualifications.

How to Apply

Submit the following materials to jobs@dor.wa.gov with the subject line **"Administrative Intern 1-Audit Division"**:

- Resume
- Letter of interest summarizing your qualifications

You are encouraged to return a voluntary Applicant Profile Data Sheet (attached).

Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

To ensure consideration, application materials must be submitted by **November 24, 2009, at 5:00 p.m.**

Help Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail Information@dop.wa.gov.
- Or Martha Thomas, Recruiter, at (360) 725-7497, or MarthaT@dor.wa.gov.

Special Notes

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful.

Prior to any new appointment into the Department of Revenue, a background check will be conducted.

The Washington State Department of Revenue is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to

apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call Human Resources at (360) 725-7501, TDD/TTY (360) 664-0580.

APPLICANT PROFILE DATA FORM

Government agencies require periodic reports on the gender, ethnic origin, and veteran status of employees. Providing such information about yourself is voluntary. It will be used only in accordance with Washington State's equal opportunity and affirmative action efforts.

Name:
<input type="checkbox"/> Male <input type="checkbox"/> Female
Ethnicity/Hispanic Origin
Hispanic Origin includes all persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. It does not include persons from Portuguese speaking cultures such as Portugal or Brazil. The Spanish/Hispanic/Latino question is about ethnicity, not race.
Are you of Hispanic Origin? <input type="checkbox"/> Yes <input type="checkbox"/> No
Race Information (check all that apply)
<input type="checkbox"/> American Indian or Alaskan Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains a tribal affiliation or community attachment.
<input type="checkbox"/> Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
<input type="checkbox"/> Black/African-American - A person having origins in any of the Black racial groups of Africa.
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
<input type="checkbox"/> White/Caucasian – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
Disability Information
<u>Disability Definition</u> - For affirmative action data reporting purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the body systems or functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight and permanent in that it is seldom fully corrected by medical replacement, therapy, or surgical means.
Do you have a physical, sensory, or mental condition that substantially limits any of your major life functions, such as working, caring for yourself, walking, doing things with your hands, seeing, hearing, speaking, or learning?
<input type="checkbox"/> Yes <input type="checkbox"/> No
Veteran Information

For the purpose of determining seniority for granting preference during layoffs and subsequent re-employment, any person who has one or more years of active military service in any branch of the armed forces of the United States or who has less than one year of service and is discharged with a disability incurred in the line of duty or is discharged at the convenience of the government and who, upon termination of such service, has received an honorable discharge, a discharge for physical reasons with an honorable record, or a release from active military service with evidence of service other than that for which an undesirable, bad conduct, or dishonorable discharge is given: Provided, that for the purposes of this section "veteran" does not include any person who has: (1) Twenty or more years active military service, and whose retirement is designated by the armed forces of the United States as "voluntary" as evidenced by the DD Form 214 or other official military records; and (2) Whose military retirement pay is in excess of five hundred dollars per month.

If you are a veteran or a surviving spouse of a veteran of active service in the armed forces of the United States, please provide a copy of the military discharge paper (DD214) or (NGB Form 22). Military credit given based on this document.

Vietnam-era Veteran Definition - A person who served on active duty for more than 180 days, any part of which occurred between February 28, 1961*, and May 7, 1975, and was discharged or released with other than a dishonorable discharge; or who was discharged or released from active duty for a service-connected disability if any part of the active duty was performed between August 5, 1964, and May 7, 1975. (*Service between February 28, 1961, and August 5, 1964, must have been performed within the Republic of Vietnam in order to qualify.)

Check all that apply:

- ☐ Non/unspecified Veteran Status.
- ☐ Vietnam-era Veteran.
- ☐ Non Vietnam-era Veteran.
- ☐ Separated or Retired Veteran earning less than \$500 month.
- ☐ Separated or Retired Veteran earning more than \$500 month.
- ☐ Separated or Retired Disabled Veteran earning less than \$500 month.
- ☐ Separated or Retired Disabled Veteran earning more than \$500 month.
- ☐ Discharged with a duty-related disability and less than 1 year of service.
- ☐ Honorably Discharged with 1 year + of service receiving less than \$500 month.
- ☐ Surviving spouse of a veteran.

Branch of Military

☐ Air Force ☐ Army ☐ Marine Corps ☐ Navy ☐ National Guard ☐ Coast Guard

Disabled Veteran Definition - A person who is entitled to compensation under laws administered by the U.S. Department of Veterans Affairs for disability (A) rated at 30 percent or more, or (B) rated at 10 or 20 percent in the case of a veteran who has been determined by the Department of Veterans Affairs to have a serious employment handicap, or (C) a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty. Applicant must provide a letter from the Department of Veterans Affairs Secretary confirming employment handicap as it relates to item (B).

If you are a disabled veteran, state your percent (%) of disability _____%